

Sullivan County, NH

Type of meeting: Board of Commissioner Business Meeting Minutes
Date/Time: Tuesday, March 1, 2011; 3 PM
Place: Remington Woodhull County Complex, 14 Main Street, Administration Buildings, Newport NH 03773- 1st Floor Commissioners Conference Room

Attendees: Commissioners Bennie Nelson – *Chair*, Jeffrey Barrette – *Vice Chair* and John M. Callum Jr. – *Clerk*; Greg Chanis – *County Administrator*; Marc Hathaway – *County Attorney*; Ross L. Cunningham – *Department Of Corrections (D.O.C.) Superintendent*; and Sharon Callum – *Administrative Assistant / Minute Taker*.

Public Attendees: Archie Mountain – *Eagle Times Staff Reporter / Argus Editor*, and Ann Nilsen – *Sunapee Resident*.

3:08 The Chair, Bennie Nelson, called the meeting to order and led all in the *Pledge of Allegiance*.

Agenda Item 1. County Attorney's Office Report

Mr. Hathaway was attending today's meeting to discuss PO Commissioner Callum noticed for payment of a storage unit rental. Mr. Hathaway noted, the unit is a 5' X 15', heated, secured, used intermittently for unusually large evidence storage by local law enforcement; they pay \$60 dollars per month and have checked prices with various storage unit companies, finding the price to be very competitive and worth the value they pay. Upon questioning from the Chair if the County complex in Unity could provide the same space, Mr. Hathaway noted he would be open to the idea, but would require security and it to be climate controlled – issues, which are very important; plus, he does not like the idea of evidence in the proximity of inmates.

Agenda Item No. 2. County Administrator's Report

Agenda Item No.2.a. Court Lease Update

Mr. Chanis presented copies of the State of NH Department of Administrative Services Bureau of Planning and Management Standard Lease Extension and Certificate For Municipalities documents to the Board [Appendix A.1-3] – these are associated with NH's court entering a two year renewal of space at Newport complex.

3:10 Motion: to authorize the County Administrator to sign the Standard Lease Extension form and the Clerk of Board to sign the Certificate. **Made by:** Barrette. **Seconded by:** Nelson. **Voice vote:** All in favor. Commissioner Callum Jr. was absent from the vote.

Non Agenda Item

Letter To NH DASB Regarding Decrease of Rent
Request - Update

Mr. Chanis confirmed he sent the Boards' response - noting the County would not be decreasing the court rent - to NH State and received a response indicating, "Fine".

Agenda Item No. 2.b Sugar Bush Timbering Update

Mr. Chanis noted he did not think the timbering on the sugar bush lot started, but will check with County Forester Chuck Hersey. Commissioner Barrette noted he recently spoke to Jim Lukash of Cornish who is interested in sugaring the County's maple lot when the County reopens it, and requested the County keep him in the loop. Commissioner Nelson senses most interested in the lot want to tap, gather the sap into tanks, and transport it back to their own operations vs. boiling at the County sugar house.

Agenda Item No. 2.c. Marshall Pond Timbering - Update

Mr. Chanis noted the logging operation is complete at the Marshall Pond timbering site; all logs and equipment have been removed; he received a comment from the Unity Road Commission that loggers did a great job keeping site and operation clean; they harvested more timber than anticipated, therefore, the County will receive approximately \$2,600 additional revenue; approximately \$4,000 was budgeted for the timber tax.

3:18 Commissioner Callum joined meeting in progress.

Agenda Item No. 2.d. DOC FY11 Budget Review

Mr. Chanis distributed copies of the DOC FY11 Anticipate Surplus sheet [Appendix B] and reviewed it with the Board. He noted, when they priced constructing the Community Corrections Center (CCC), they included a couple alternates in the old jail, Unit 1:

- 1) bathroom renovations - approximate costs provided ranged from \$58,000 - \$60,000
- 2) cell doors - approximate cost range \$28,000 - \$30,000 for eight doors. Cunningham noted doors were designed in 1979, they are bent, twisted, re-welded and retrofitted, have additional bands placed on them, and are seeing some rot; the doors swing in when they should be swinging out.

They chose not to go forward with those projects during CCC construction as they felt the overall cost would come close to projections; approximately \$10,000 remains below the CCC cost; they have not completed the landscaping due to weather conditions. In their DOC FY12 budget, they identified capital projects and were going to include these two projects, but as the FY 11 DOC overall budget appears to be coming in below projected budget - due to additional grant funding received after the FY 11 DOC budget was approved - they'd like to tackle two of the FY12 proposed capital

projects in FY11. The Board decided to tour the DOC proposed work at their next meeting.

Agenda Item No. 2.e. Second Chance Act Federal Grantee Conference Update

Mr. Chanis noted he, Superintendent Cunningham, Kevin Warwick [2nd Chance Act Grant Project Director], Suellen Griffin – CEO of West Central Behavioral Health and Sharon Callum [Administrative Assistant/Grant Coordinator for County] attended the Second Chance Act Federal Grantee Conference in Washington D.C. last week; funding to attend the conference was paid from the federal grant; great conference - very informative, well organized, and motivational speakers; they took the opportunity, while there, to visit the Capital and visited Senator Kelly Ayotte's Office, where they spoke with her staff - bringing awareness of the County's inmate program and encouraging future support of both grant applications and the Second Chance Act; received a lot of statistical data to compile and next year will be presenting. Cunningham noted the exciting part - heard a lot of side conversations that indicated Sullivan was ahead of the curve; he discussed statistical data they've collected - will be able to use for status comparisons prior to CCC opening vs current - this will also be helpful when creating five year projections; [Dr. Edward] Lattesa presented and used one of his tools, similar to the one Sullivan uses. Chanis noted they were unable to meet with Senator Shaheen's office due to time constraints; the Second Chance Act was originally passed under President Bush's term, and enjoyed strong support - Obama's budget shows level funding of the Act.

Item No. 2. NHAC 2/28/11 Email Regarding DRA Chart of Accounts

Mr. Chanis discussed the e-mail survey NHAC circulated [Appendix C] to attain feedback from counties, for the NH State DRA, regarding the chart of accounts DRAF provides to counties to submit actual/budget financial data on, and whether the counties wanted to see any changes to the chart of accounts; he noted both the Ms. Violette, Melanson Heath - the County's auditors, and he have no interest in making changes.

Non Agenda Item County Audit Request For Proposal (RFP)

Mr. Chanis noted the County will be issuing a RFP this next week to seek proposals from audit firms to perform the County's next audit; the last time this was placed out to bid, the County received only two bids; Belknap County experienced the same issue, receiving only two bids, and ended up with Melanson Heath & Associates. Commissioner Barrette pointed out Upper Valley Lake Sunapee Region Planning Commission experienced the same problem, also.

Agenda Item No. 2.g. Public Health: Healthy Homes - Asthma Grant Application - Approval to apply and Accept

Mr. Chanis distributed copies of the Letter of Intent (LOI), Healthy Homes Improvement solicitation notice, and Claremont - Newport Healthy Homes

Committee (CNHHC) letter of support [Appendix D.1-14], and noted Jessica McAuliff submitted a *LOI* to Southern NH Area Health Education Center, which indicates their public health region would like to apply for an implementation grant for the CNHHC that would help bring awareness to asthma issues. Chanis asked for a motion to approve submitting the grant application, and accepting funds if the grant is approved.

3:37 Motion: to submit the application [to Southern NH Area Health Education Center in Raymond NH, for \$5,000] and accept funds. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Agenda Item No. 3 Commissioners Report

Agenda Item No. 3.a. Invitation to May 13th Informational Discussion with Grafton County

A copy of the invitation to the Board and Administrator to attend the 5/13/11 10 AM "A River Counties Informational Meeting", to take place in Grafton County, was distributed. It was decided Commissioner Barrette will attend, as well as Mr. Chanis if his schedule permits.

Non Agenda Item May 13th UNH Cooperative Extension Event
Mr. Chanis pointed out there was one other event being held the same day, 7:30 AM – 10 a.m., at the Claremont Sugar River Valley Regional Technical Center - UNH President would be hosting a meeting to highlight on the services provided by UNH Cooperative Extension, and the importance of future funding. It was decided Commissioner Nelson would attend.

Agenda Item No. 3.b Department Of Corrections (DOC) Policies Review
The Board reviewed DOC Policies and Procedures 5.1.7 titled Community Corrections Program Dismissal, 5.1.8 titled Community Corrections Program Eligibility, and 5.7.10 Visitation, the Visitation Schedule, Rules and Regulations; as well as a letter Supt. Cunningham sent to inmate families and friends. Cunningham noted they have been testing out the video visitation protocol to ensure the program will work well, and to allow them a chance to make changes prior to it going into full operation in mid-March. He noted the only comments they've received so far have been positive – head sets are not issuing a "humming noise" like the old ones do.

3:50 Motion: to accept policies 5.1.7 [titled Community Corrections Program Dismissal], 5.1.8 [titled Community Corrections Program Eligibility], and 5.7.10 [Visitation, the Visitation Schedule, Rules and Regulations], as amended. Made by: Barrette. Seconded by: Callum Jr. Voice mail: All in favor.

Agenda Item No. 3.c. Any Other New Business
There was none noted.

Agenda Item No. 3.d Any Old Business
There was none noted.

Agenda Item No. 4. Public Participation

Ann Nilson, Sunapee Resident, asked for an update on the budget time. Ms. Callum presented her with a County FY12 Budget Time Line spread sheet.

Court Lease Follow Up

Ms. Callum noted Commissioner Callum and Mr. Chanis need to sign the court lease documents – discussed earlier in meeting; signatures also required notarization. Ms. Callum left the room and returned with Ms. Violette, who notarized both signing the documents.

Agenda Item No. 5. Meeting Minutes Review

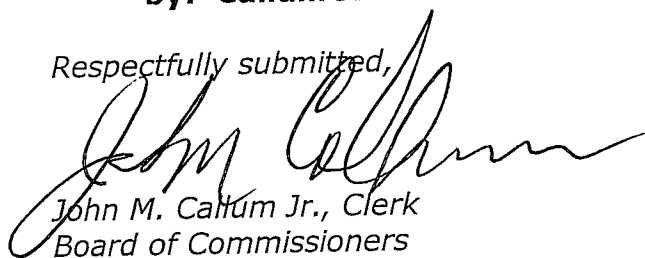
There were no minutes prepared in typed format to review. Accordingly, discussions were tabled to their March 15th Board meeting in Unity.

Union Negotiations

Mr. Chanis noted they would provide a union negotiation update at the March 15th meeting, also.

3:56 Motion: to adjourn the meeting. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Respectfully submitted,



John M. Callum Jr., Clerk
Board of Commissioners

JC/s.c.

Date minutes approved: March 22, 2011



Tuesday March 1st, 2011
Sullivan County NH, Board of Commissioners
Business Meeting – AGENDA - Revised

Location: Newport Remington Woodhull County Complex
14 Main Street, Newport NH 03773

- 3:00 PM – 3:15 PM 1. County Attorney's Report
 a. Update on storage lease
- 3:15 PM – 3:35 PM 2. County Administrator's Report
 a. Court Lease Update
 b. Sugar Bush Timbering Update
 c. Marshall Pond Timbering Update
 d. DOC FY11 Budget Review
 e. Second Chance Act Federal Grantee
 Conference Update
 f. NHAC 2/28/11 Email regarding DRA Chart
 of Accounts
 g. Public Health: Healthy Homes - Asthma
 Grant Application – Approval to apply and
 accept
- 3:35 PM – 3:55 PM 3. Commissioners' Report
 a. Invitation to May 13, 2011 Informational
 Discussion with Grafton County
 Commissioners
 b. DOC Policies Review
 c. Any Other or New Business
- 3:55 PM – 4:10 PM 4. Public Participation
- 4:10 PM – 4:15 PM 5. Meeting Minutes Review
 a. February 15, 2010 Public Meeting Minutes
 b. February 15, 2010 Executive Session Meeting
 Minutes
- 4:15 PM 6. Adjourn meeting

Upcoming Events / Meetings:

- **Mar. 15th Tue. Next Board of Commissioners Meeting**
- **Time: 3 PM**
 - **Place:** Unity, Sullivan County Health Care, 1st Floor Frank Smith
Living Room, 5 Nursing Home Drive

The times reflected on this agenda, other than the start time, are estimates. Actual time will depend on level of interest and participation.

 ORIGINAL

STATE OF NEW HAMPSHIRE
DEPARTMENT OF ADMINISTRATIVE SERVICES
BUREAU OF PLANNING AND MANAGEMENT
STANDARD LEASE EXTENTION FORM

- **Advance notice to Landlord of Tenant exercising their option for Lease Extension:**
As provided by Section 3.3 "extension of term" as modified in Exhibit E, Special Provisions, in the original "State of New Hampshire" lease contract agreement (**copy attached herein**) the "Tenant" who is the State of NH, acting through the Department of Administrative Services, Bureau of Court Facilities, State House Annex, Room 420, 25 Capitol Street, Concord, New Hampshire, hereby notifies the "Landlord", who is identified in the original lease agreement as Sullivan County, 14 Main Street, Newport, N.H. 03774, that the Tenant hereby gives written notice of their intent to exercise the option to extend the lease term. Such option to extend the lease term is contingent upon approval from the Landlord.
- **The inception of the extension of term:** The effective dates of the extension shall be as set forth in the original lease contract, commencing: May 1, 2011; ending: April 30, 2013.
- **The rent during the extension of term** shall be as set forth in Exhibit B, Option to Extend, in the original contract. In order to preclude any misunderstanding between the Landlord and Tenant, the rate documented for each year of the extension is hereby reiterated: Annual rent of \$203,871.48 to be made in equal monthly installments of \$16,989.29 for the period May 1, 2011 through April 30, 2012; \$12.58 approximate square foot cost. Annual rent of \$208,895.40 to be made in equal monthly installments of \$17,407.95 for the period May 1, 2012 through April 30, 2013; \$12.89 approximate square foot cost.
- **Copy of the Landlord's current "Certificate of Insurance" requested:** In order to assure continued compliance with the original lease provisions as set forth in section 15 "Insurance", please remit to the Tenant (within 30 days of receipt of this notice) a copy of the current certificate of insurance applicable to the leased premises. The Tenant shall attach the current certificate to this document, submitting them to the Department of Justice and the Governor and Executive Council as proof of continued compliance with the original terms and conditions of the lease.
- Notwithstanding the foregoing provisions, it is hereby understood that the commencement of this "extension of term" is conditioned upon its' approval by the Governor and Executive Council of the State of New Hampshire. In the event that said approval request is denied, then the Lease extension shall thereupon immediately terminate, and all contractual lease obligations of the parties hereto shall cease.

OFFICIAL NOTICE GIVEN BY TENANT: The State of New Hampshire, acting through its
Department of Administrative Services

Authorized by: (give full name and title) Greg Chanis, County Administrator
Linda M. Hodgdon, Commissioner

Approved by the Landlord, County of Sullivan:

Authorized by: (give full name and title) Greg Chanis, County Administrator

NOTARY STATEMENT:

As Notary Public and/or Justice of the Peace, REGISTERED IN THE STATE OF NEW

HAMPSHIRE, COUNTY OF Sullivan, upon this date (insert full

date) March 1, 2011, appeared before me (print full name of notary)

Doreann H. Vilette the undersigned officer personally appeared (insert

Landlord's signature [Signature] who acknowledged him/herself to

be (print officer's title, and the name of the corporation)

Greg Chanis, County Administrator

_____ and that as such Officer, they are

authorized to do so, executed the foregoing instrument for the purposes therein

contained, by signing him/herself in the name of the corporation. **IN WITNESS WHEREOF, I**

HEREUNTO SET MY HAND AND OFFICIAL SEAL (provide notary signature and seal).

Doreann H. Vilette

Notary Signature

My Comm. Expires: 03/01/2012

(seal)

Approved by the Department of Justice as to form, substance and execution:

Approval date: _____

Approving Attorney: _____

Approved by the Governor and Executive Council:

Approval date: _____

Signature of the Deputy Secretary of State: _____

CERTIFICATE FOR MUNICIPALITIES

I, (insert name) John M. Callum Jr, of (insert Municipality name) County of Sullivan, NH, do hereby certify to the following assertions:

1. I am a duly elected and acting Clerk/Secretary for the Municipality documented above, which is in the State of (insert name of State) New Hampshire
2. I maintain and have custody of, and am familiar with, the minute books of the Municipality;
3. I am duly authorized to issue certificates with respect to the contents of such books;
4. The following are true, accurate and complete copies of the resolutions adopted during an official meeting of the Municipality. Said meeting was held in accordance with the laws and by-laws of the State, upon the following date: (insert meeting date) March 1, 2011.

RESOLVED: That this Municipality shall enter into a contract with the State of New Hampshire, acting by and through the County of Sullivan, NH Board of Commissioners providing for the performance by this Municipality of certain services as documented within the foregoing Lease, and that the official listed, (document the title of the official authorizing the contract, and document the name of the individual filling that title) County Administrator Greg Chanis, on behalf of this Municipality, is authorized and directed to enter the said lease contract with the State of New Hampshire, and that they are to take any and all such actions that may be deemed necessary, desirable or appropriate in order to execute, seal, acknowledge and deliver any and all documents, agreements and other instruments on behalf of this Municipality in order to accomplish the same.

RESOLVED: That the signature of the above authorized party or parties of this Municipality, when affixed to any instrument of document described in, or contemplated by, these resolution, shall be conclusive evidence of the authority of said parties to bind this Municipality, thereby:

5. The foregoing resolutions have not been revoked, annulled, or amended in any manner what so ever, and remain in full force and effect as of the date hereof;
6. The following person or persons have been duly elected to, and now occupy, the Office or Offices indicated: (fill the appropriate names of individuals for each titled position)
Municipality Mayor: Bennie Nelson
Municipality Clerk: John M. Callum Jr.
Municipality Treasurer: C. Michael Sanderson

IN WITNESS WHEREOF: As the Clerk/Secretary of this municipality, I sign below upon this date: (insert date of signing) March 1, 2011
Clerk/Secretary (signature) [Signature]
In the State and County of: (State and County names) New Hampshire, Sullivan

NOTARY STATEMENT: As Notary Public and/or Justice of the Peace, REGISTERED IN THE STATE New Hampshire, COUNTY OF: Sullivan UPON THIS DATE (insert full date) Mar. 1, 2011 appeared before me (print full name of notary) Doreann H. Vilette
(insert officer's name) John M. Callum Jr, the undersigned officer personally appeared (insert title, and the name of municipality) Clerk of Board of Commissioners, County of Sullivan NH who acknowledged him/herself to be (insert title, and the name of municipality) and that being authorized to do so, he/she executed the foregoing instrument for the purposes therein contained, by signing by him/herself in the of the Municipality.

In witness whereof I hereunto set my hand and official seal. (Provide signature, seal and expiration of commission)

[Signature] My Commission Expires December 11, 2012

FY11 Anticipated Surplus		Average expense based on YTD	Estimated Expense subtracted from Current Balance	Surplus/Overage
Line Item	Description			
10600.10001	Employee Salaries	64,000 payroll	751,460 - 576,000	175,460
10600.10007	ET Buyback			-541
10600.10008	Overtime	2,886 payroll	(24055 + 25974)	-50,000
10600.10008	FICA	1,698 payroll	24,288 - 15,282	8,460
10600.1101	Life			0
10600.11012	Group Health	35,383 month	273,043 - 176,915	96,128
10600.11013	Retirement	15,500 month	86,283 - 77,500	8,783
10600.11014	Workers Comp	5,595 month	16,336 - 27,972	-11,636
10600.11015	Unemployment			0
10600.11016	Dental	1,907 month	14,095 - 9,539	4,556
10600.11017	Education & Conf			5,000
10600.11019	Travel			2,000
10600.12029	Contract Services	7,276 month	12,831 - 32,742	-19,911
10600.13031	Uniforms			0
10600.13032	General Supply	956 month	8,306 - 4,780	3,526
10600.13033	Cleaning Supply	879 month	8,847 - 4,395	4,452
10600.13036	Office Supply	1,383 month	7,113 - 6,915	198
10600.13037	Dues, Licenses, Subs	139 month	3,030 - 556	2,474
10600.13038	Postage			0
10600.13039	Security Supply			0
10600.14041	Inmate Clothing			0
10600.14052	Food			0
10600.14052	Medical	16,439	57,207 - 73,976	-16,769
10600.16061	Electricity	3,404	30,685 - 17,020	13,665
10600.16065	Fuel Oil	11,170	(33,773+50265)	-84,038
10600.16068	Telephone	808	3,342 - 4,041	-699
10600.16069	Gasoline	562	5,062 - 2,812	2,250
10600.18080	Care of Grounds			0
10600.19080	Sewer Costs	1,020	6,108 - 5,100	1,008
10600.19082	Maintenance	2,769	2,231 - 12,460	-10,229
10600.19084	Vehicle Maint			0
10600.22093	Insurance			0
	Wage Proposal			-10,050
				<u>124,087</u>

I took the YTD totals and found the average monthly/payroll expenditure and multiplied that figure by either remaining months/payrolls to determine an estimated remaining expense. I then subtracted this amount from the current remaining balance in each line item. Salary & benefit costs have risen as we are fully staffed. The biggest change was the overage amount for operations, most of this in in the fuel line

Salary & Benefits	231,210
Operations	-97,073
Wage Proposal	-10,050
	<u>124,087</u>

Greg - When I figured estimated surplus for salary $(952,825/17pp = \$57,100 \times 9 \text{ remaining pp} = \$504,437)$. Remaining balance $751,360 - 504,437 = \text{estimated surplus of } \$246,923$ I changed the estimated remaining payroll amount to $\$64,000 \times 9 \text{ pp}$ which gives an estimated surplus of $\$175,460$. This is a difference in surplus of $\$71,463$. I looked at the last 4 payrolls $\$64,007$, $\$65,502$, $\$64,591$, $\$60,978$ and took their average of $\$63,770$ to estimate out my remaining expenses for salary. I feel this is a more accurate number to use. This accounts for the biggest difference from my last surplus projections. Please call if you have questions.

C.1

Sharon Callum

From: Sheryl Stephens-Burke <SBurke@MelansonHeath.com>
Sent: Tuesday, March 01, 2011 9:52 AM
To: Sharon Callum; Greg Chanis-Cnty.Admin.; Comm. Bennie Nelson (E-mail); Comm. Jeff Barrette (E-mail); John M. Callum Jr.; John M. Callum Jr. -Work
Cc: Dodi Violette-Comm's Off.
Subject: RE: county chart of accounts

3
Hi Sharon,

I am fine with the current chart of accounts. The MS 45 is easily prepared from it, with very little need for analysis. Of course, there may always be room for improvement.



Sheryl Stephens Burke, CPA, MST
Melanson Heath & Company, PC
102 Perimeter Road
Nashua, New Hampshire 03063-1301

Phone: (603) 882-1111 x2173
Fax: (603) 882-9456
E-mail: sburke@melansonheath.com
Website: www.melansonheath.com

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From: Sharon Callum [mailto:sharonjc@sullivancountynh.gov]

Sent: Tuesday, March 01, 2011 9:03 AM

To: Greg Chanis-Cnty.Admin.; Sheryl Stephens-Burke; 'Comm. Bennie Nelson (E-mail)'; 'Comm. Jeff Barrette (E-mail)'; John M. Callum Jr.; 'John M. Callum Jr. -Wprk'

Cc: Dodi Violette-Comm's Off.

Subject: FW: county chart of accounts

Importance: High

2 This message arrived today. In speaking with Dodi (who works closely with this), in her opinion, she feels no need to revamp the chart of accounts – the chart is illustrated on the MS42 form (Delegation's) and MS46 form (Commissioner's). Possibly Greg has suggestions, or even Sheryl of Melanson Heath (county auditors), as the auditors have assisted in the completion of the forms previously?

I'll place a print of this in your binders today for discussion, and decision on response from the Board to NHAC & DRA. Sharon

From: Betsy Miller [mailto:bmiller@nhcounties.org]

Sent: Monday, February 28, 2011 4:18 PM

To: 'Bateson, Kathleen T.'; 'Bower, Raymond'; 'Chanis, Gregory'; 'Collins, Suzanne'; 'Debra Shackett'; 'Garry, Kathy'; 'Jennifer Fish'; 'Julie Clough'; 'Ken Robichaud'; 'Maxwell, Chris'; 'Miccolo, Jean'; 'Sheryl Trombly'; 'Wenger, Gregory'; 'Wozmak, Jack'; 'Young, Theresa'

Cc: 'Aaron Patt'; 'Asha Kenney'; 'Ben Nelson'; 'Betsy Miller'; 'Bing Judd'; 'Bob Watson'; 'Bronwyn Asplund-Walsh'; 'Carol Holden'; 'Catherine Cheney'; 'David Sorensen'; 'Don Stritch'; 'Ed Philpot'; 'George Maglaras'; 'Jack Pratt'; 'Jeff Barrett'; 'John Callum'; 'John Thomas'; 'Katharin Pratt'; 'Liz Blanchard'; 'Maureen Barrows'; 'Mike Cryans'; 'Omer Ahern'; 'Paul Grenier'; 'Peggy Danis'; 'Peter Spaulding'; 'Ray Burton'; 'Roger Zerba'; 'Sandra Ziehm'; 'Steve Nedeau'; 'Terry Warren'; 'Thomas Brady'; 'Toni Pappas'

Subject: county chart of accounts

Importance: High

1 In communications with DRA on another county issue, I got a question from Barbara Robinson (Municipal Services) regarding any need to revamp the county chart of accounts which she says was last reviewed in 1992 and 1998.

Thoughts?

Betsy B. Miller
Executive Director/Government Relations Counsel
NH Association of Counties
46 Donovan St., Suite 2
Concord, NH 03301
603-224-9222 (office)
603-491-2058 (cell)
bmiller@nhcounties.org



SULLIVAN COUNTY

Serving the communities of:

Acworth, Charlestown, Claremont, Cornish, Croydon, Goshen, Grantham, Langdon,
Lempster, Newport, Plainfield, Springfield, Sunapee, Unity and Washington

February 3, 2011

LETTER OF INTENT

Commissioners Office

14 Main Street
Newport, NH 03773
Tel. (603) 863-2560
Fax. (603) 863-9314
E-mail: commissioners@sullivancountynh.gov

County Manager

14 Main Street
Newport, NH 03773
Tel. (603) 863-2560
Fax. (603) 863-9314
E-mail: manager@sullivancountynh.gov

Dept. of Corrections

103 County Farm Rd.
Claremont, NH 03743
Tel. (603) 542-8717
Fax. (603) 542-4311
E-mail: doc@sullivancountynh.gov

Facilities &

Operations Dept.
5 Nursing Home Dr.
Claremont, NH 03743
Tel. (603) 542-9511 Ext 230
Fax. (603) 542-2829
E-mail: facilities@sullivancountynh.gov

Human Resources

5 Nursing Home Dr.
Claremont, NH 03743
Tel. (603) 542-9511 Ext. 286
Fax. (603) 542-9214
E-mail: humanresources@sullivancountynh.gov

Human Services

5 Nursing Home Dr.
Claremont, NH 03743
Tel. (603) 542-9511 Ext 210
Fax. (603) 542-9214
E-mail: humanservices@sullivancountynh.gov

Sullivan County Health Care

5 Nursing Home Dr.
Claremont, NH 03743
Tel. (603) 542-9511
Fax. (603) 542-9214
E-mail: nursinghome@sullivancountynh.gov

FROM:

Fiscal Agent:

Sullivan County, New Hampshire
Greg Chanis, Administrator
14 Main Street
Newport, NH 03773

Program Coordinator:

Greater Sullivan County Public Health
Region
Jessica R. McAuliff, Regional
Coordinator
5 Nursing Home Drive
Unity, NH 03743

TO:

Ms. Paula Smith
Southern NH AHEC
128 State Route 27
Raymond, NH 03077

IN REFERENCE TO:

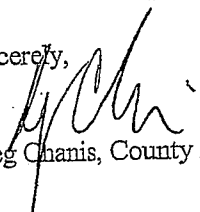
**Southern New Hampshire Area Health Education Center –
Application for Funding: Healthy Homes Implementation Grants**

Please accept this Letter of Intent, referencing prospective application submission to Southern New Hampshire Health Education Center for a Healthy Homes Implementation Grant in the amount of \$5,000. This submission will be made through program coordination by the Greater Sullivan County Public Health Region, with fiscal agent of Sullivan County, New Hampshire, and in partnership with the Claremont-Newport Healthy Homes Committee.

The Greater Sullivan County Public Health Region [GSCPHR] is a collaborative of municipalities and health and human service agencies across the region encompassing Sullivan and parts of Merrimack County, New Hampshire. The Region serves just over 30,000 people in the 15 rural towns of Acworth, Charlestown, Claremont, Croydon, Goshen, Langdon, Lempster, New London, Newbury, Newport, Springfield, Sunapee, Sutton, Unity, and Wilmot.

The GSCPHR intends to work in close partnership with the Claremont-Newport Healthy Homes Committee to address strengths, gaps and challenges facing the subject of childhood asthma in our area. The project will address a strong campaign of community and family education to affect positive change in improved asthma management in homes, schools and workplaces.

Sincerely,


Greg Chanis, County Administrator / Fiscal Agent

All Day, Every Day, We Make Life Better

Southern New Hampshire Area Health Education Center

Application for Funding January 2011

Healthy Homes Implementation Grants

Purpose of the Application:

Southern New Hampshire Area Health Education Center (SNHAHEC) is working with the NH Asthma Control Program and the NH Healthy Holmes and Lead Poisoning Prevention Program to provide 3 to 5 implementation grants of up to \$5,000 each to support: 1) strategic planning for healthy homes initiatives in Public Health Regions of New Hampshire, or 2) interventions based on a current local healthy homes strategic plan. Either activity is required to align with the NH Healthy Homes Statewide Strategic Action Plan, <http://www.dhhs.nh.gov/dphs/cdpc/asthma/document/strategicplan.pdf> and Objectives 1 and 2 found in the Environmental Risk Reduction section of the NH State Asthma Plan (see Attachment *EnvRiskRedObj*).

Three to five grant awards in amounts up to \$5,000 will be made depending on available funding. Applicants are asked to submit a 5 page proposal that includes a problem statement and a description of what it is they are requesting funds for from either 1) or 2) above: SMART objectives with action steps that describe the "what: and "how", target population, collaborating partners, expected outcomes, evidence-base if an intervention, and how the activity will be evaluated. A work plan, budget with justification and Letters of Commitment from 2-3 stakeholders are also required and may be submitted with the application as attachments (see Attachments *WorkPlan* and *Budget*).

Application instructions and suggested resources appear below. Funds may be utilized for stipends, travel, materials, supplies, workshop expenses, and other direct costs (The NH Asthma Control Program is funded by the Centers for Disease Control and Prevention. See Attachment *CDCExpendRestrict* for a list of expenditures that are not allowed.) The grant period will extend up to twelve months from the date of award. Grantees will submit progress and expenditure reports following guidelines provided by SNHAHEC.

Areas of Focus:

1) Strategic Planning Healthy Homes

A healthy homes strategic planning process within a Public Health Region that engages local individuals and organizations representing stakeholders; assesses strengths, gaps, assets and challenges; identifies relevant, feasible, short and longer-term goals, objectives, action steps, and needed resources; and develops both an implementation plan and a funding/sustainability plan.

2) Intervention(s) Based on a Current Local/Regional Healthy Homes Strategic Plan. Interventions may 1) raise public awareness of the need for initiatives and effective policies for safe and healthy homes, 2) build capacity to address fundamental(s) of healthy homes, reduce asthma triggers, and improve safety and indoor air quality, and/or 3) implement pilot activities to address fundamental(s) of healthy homes, reduce asthma triggers, and improve safety and indoor air quality. Interventions should align with the goals and objectives found in the NH Healthy Homes Statewide Strategic Action Plan and Objectives 1 and 2 of the Environmental Risk Reduction section in the NH State Asthma Plan. Applications are encouraged: from areas of the State where *highest risk communities for lead poisoning* are located, that demonstrate a high level of community collaboration, and that either further develop the "One-Touch"

model and local referral system(s) or implement activities congruent with the "One-Touch" model (e.g., home environmental and safety assessment, IPM, green cleaning, tobacco-free interventions).

Eligibility

Any designated agency funded by the NH Division of Public Health Services to provide Public Health Network services, community-based non-profit organization, local health department, county or municipal government entity, or coalition (with an identified fiscal agent) are eligible to apply. This process is competitive.

Timetable

January 26, 2011	Application packages available on request
February 4, 2011	Required Letter of Intent due to SNHAHEC by 4:30 p.m. EST
March 4, 2011	Applications due to SNHAHEC by 4:30 p.m. EST
March 9, 2011	Review committee decision
March 11, 2011	Applicants notified of grant award.

Application Instructions

1. A Letter of Intent is required and due no later than 4:30 PM on Friday, February 4, 2011. The letter of intent should be no more than a statement that the organization plans to submit an application and a brief 2-3 sentence description of the project. Applicants with questions may contact Paula Smith at SNHAHEC, psmith@snhahec.org, or Lindsay Dearborn at the NH Asthma Control Program, ldearborn@dhhs.state.nh.us. Letters of Intent may be sent by mail, Fax, or e-mail to SNHAHEC as below:

Paula Smith
Southern NH AHEC
128 State Route 27, Raymond, NH 03077
Tel: 603-895-1514 ext. 1, Fax: 603-895-1312, E-mail: psmith@snhahec.org

2. Application Format:

- a) Application Face Sheet (See *Attachment FaceSheet*)
- b) Proposal Narrative (5 pages) (60 points)
 - Organization Background (1-2 Paragraphs) (10 points)
Briefly describe the mission, achievements, and collaborative relationships of the organization applying; also describe the organization's capacity to implement the proposed intervention.
 - Proposed Intervention (2 - 5 pages) (50 points)
Describe the problem and the intervention, with SMART objectives and specific action steps, target population, collaborating partners, expected outcomes, evidence-base if an intervention, and how the intervention will be evaluated. Proposed activities should align

with the NH Healthy Homes Statewide Strategic Action Plan, <http://www.dhhs.nh.gov/dphs/cdpc/asthma/document/strategicplan.pdf> and Objectives 1 and 2 found in the Environmental Risk Reduction section of the NH State Asthma Plan (see Attachment *EnvRiskRedObj*).

Some suggested resources for healthy homes interventions include:

National Center on Healthy Housing, www.centerforhealthyhousing.org
 Information on "One-Touch" activities in NH, www.dhhs.nh.gov/dphs/bchs/clpp/publications.htm
 Environmental Protection Agency, www.epa.gov/region1/healthyhomes
 Centers for Disease Control and Prevention, www.cdc.gov/healthyplaces/healthyhomes.htm.

- c) Work Plan (No page limit) (20 points) (See *Attachment WorkPlan*)
 The work plan will list activities, timetable, target population, resources, and expected outcomes.
 - d) Budget and Budget Justification (1 page) (20 points) (See *Attachments Budget* and *CDCExpenseRestrict*)
 - e) The application must be on 8 1/2" by 11" paper, with one-inch margins and not less than 11 point font. Pages must be numbered consecutively from the first to last page of the application.
3. **Application due:** The completed application is due no later than 4:30 p.m. on Friday, March 4, 2011. Incomplete applications or complete applications received after the due date and time will not be reviewed. Faxed copies will not be accepted. Completed, signed applications with three (3) copies may be e-mailed or delivered to:

Paula Smith
 Southern NH AHEC
 128 State Route 27
 Raymond, NH 03077
psmith@snhahec.org

Application Review and Selection

A Review Committee will read all applications submitted and score them according to the requirements listed in the Application Instructions section above. The NH Asthma Control Program and SNHAHEC reserve the right to accept or reject any proposal and to waive any minor irregularities in the proposals.

Application and Grant Support

SNHAHEC will provide technical support for the Application and grant implementation and evaluation processes. If assistance is needed in preparing the application, please contact: Paula Smith, (603) 895-1514 ext. 1, fax: (603) 895-1312, email: psmith@snhahec.org.

Attachments:

Attachment *EnvRiskRedObj*
 Attachment *FaceSheet*
 Attachment *WorkPlan*
 Attachment *Budget*
 Attachment *CDCExpenseRestrict*

ATTACHMENT *EnvRiskRedObj***ENVIRONMENTAL RISK REDUCTION OBJECTIVES**

NH State Asthma Plan

*Healthy Homes Implementation Grants***Environmental Risk Reduction**

Goal: Minimize the impact of environmental risk factors to reduce the burden of asthma in New Hampshire.

Background

An Ad Hoc Committee of the Asthma Healthy Environments Working Group reviewed the results of the 2005 NH State Asthma Plan assessment and recommended revisions that have been incorporated into the objectives and action steps that follow in this section. The Committee's recommendations concentrated on three interest areas: the impacts of climate change on human health, integrated and coordinated approaches to healthy environments, and environment-related policy development. Consensus developed quickly about the specific improvements that are needed to make progress toward meaningful environmental risk reduction, and these are listed below. As in the previous Health Outcomes section, while addressing health disparities and vulnerable populations may not be explicitly stated in each objective, it is an understood principle for all objectives.

- Increase the profile of the effects of changing climate and severe weather events on allergies, asthma and other chronic conditions
- Continue to develop environmental public health tracking capacity
- Promote integrated and coordinated messaging concerning air quality and health hazards
- Increase capacity and support policies and initiatives to reduce or control environmental risk factors and improve asthma management in homes, schools and workplaces
- Strengthen enforcement of environmental health and building standards
- Support efforts to reduce tobacco use and exposure to secondhand smoke and tobacco particulate matter

Anticipated Outcomes

- Increased awareness and policy initiatives concerning environmental impacts on human health and reducing environmental risk factors (Obj 1)
- Increased capacity, skills, policies and initiatives to reduce environmental risk factors and improve asthma management in homes, schools and workplaces (Obj 2, 3, 4)
- Added impetus to reduce tobacco use and exposure to secondhand smoke and tobacco particulate matter (Obj 5)

References:

1. *EPR3 Guidelines for the Diagnosis and Management of Asthma*. National Asthma Education and Prevention Program, National Institutes of Health, 2007.
www.nhlbi.nih.gov/guidelines/asthma
 2. *Clearing the Air: Asthma and Indoor Air Exposures*. Institute of Medicine. Washington, DC: National Academy Press, 2000.
 3. *Children's Environmental Health 2007 Highlights*. Environmental Protection Agency, Child Aging Health Protection Division, 2007.
 4. *DRAFT A National Asthma Public Policy Agenda*. American Lung Association, 2008.
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Objective 1: Increase public awareness and policy initiatives concerning the impact of the environment on human health.

Action Steps:

- 1.1 Enhance awareness concerning the effects of global climate change and severe weather events on populations with asthma, allergies and other chronic conditions.

Performance Indicators:

- Increased public information concerning the effects of global climate change and severe weather events on populations with asthma, allergies and other chronic conditions
- Increased public awareness of the effects of global climate change and severe weather events on populations with asthma and other chronic conditions

Improve collection and dissemination of environmental public health tracking information on environmental contributors to asthma and other respiratory conditions.

Performance Indicators:

- Environmental Public Health Tracking data available on environmental contributors to asthma and other respiratory conditions
- Increased awareness of environmental contributors to asthma and other respiratory conditions

- 1.2 Integrate and coordinate consistent public information messaging regarding air quality and health hazards (e.g., elimination of secondhand smoke, reduction of environmental contaminants and asthma triggers, air quality alerts, indoor air quality and building maintenance for healthy indoor environments).

Performance Indicators:

- Consistent integrated public health information messaging developed on air quality and health hazards
- Increased awareness of the relationships between air quality and health hazards

- 1.3 Promote policies to prevent or reduce environmental risk factors and triggers for asthma and other respiratory conditions (e.g., policies concerning school air quality and building maintenance, smoke-free work places and multi-family housing units, licensure of building inspectors and health officers, vehicle idling, outdoor wood boilers).

Performance Indicators:

- Policies established to prevent or reduce environmental risk factors and triggers for asthma and other respiratory conditions
- Policies implemented, monitored and enforced
- Reduction in environmental risk factors and triggers for asthma

- 1.4 Support initiatives to strengthen enforcement of environmental health and building standards that impact asthma and other respiratory conditions (e.g., No Smoking regulations in bars and restaurants, NH State Building Code to include International Code Council's Property Maintenance Standards (in addition to those already on the books, the International Building Code, Residential Code, and others)).

Performance Indicators:

- Initiatives implemented to strengthen enforcement of environmental health and building standards that impact asthma and other respiratory conditions
- Improved enforcement of environmental health and building standards

Objective 2: Increase the capacity of individuals with asthma, their families, health and child care providers and other relevant professionals to reduce or control environmental risk factors and improve asthma management in the home.

Action Steps:

- 2.1 Increase knowledge and skills of individuals with asthma, their families and health and child care providers concerning reducing exposure to environmental triggers and maintaining healthy homes to successfully manage asthma.

Performance Indicators:

- Number of education sessions held concerning reducing exposure to environmental triggers and maintaining healthy homes
- Increased knowledge and skills of individuals with asthma, their families and health and child care providers
- Reductions in environmental triggers in homes

- 2.2 Support the development of certified Healthy Homes Specialists among public health, housing and building inspection professionals to recognize environmental risk factors in the home, reduce their impact, and enforce state housing codes.

Performance Indicators:

- Number of Healthy Homes Specialist training workshops held
- Number of public health, housing and building inspection professionals who attend training workshops
- Number of public health, housing and building inspection professionals certified as Healthy Homes Specialists

- 2.3 Promote health plan reimbursement for home visits, home environmental assessments, education and resources needed to reduce environmental risk factors and improve asthma management among individuals at risk of poorly controlled asthma, as part of coverage for comprehensive asthma care.

Performance Indicators:

- Home visits, home environmental assessments, education and resources reimbursed as part of comprehensive asthma care
- Increased number of individuals at risk of uncontrolled asthma who receive home visits and home environmental assessments

- 2.4 Enhance networking and referral systems among public health, housing and building inspection professionals who make home and child care facility visits.

Performance Indicators:

- Increased opportunities for networking among public health, housing and building inspection professionals.
- Referral systems established for public health, housing and building inspection professionals who make home and child care facility visits.

Support policies and initiatives to develop a comprehensive state housing code, reduce environmental risk factors in the home and child care facilities, and improve asthma management in the home and child care facilities (e.g., state housing code to include the International Property Maintenance Code).

Performance Indicators:

- Policies established to develop a comprehensive state housing code, reduce environmental risk factors in the home and child care facilities
- Policies implemented, monitored and enforced
- Reduction in environmental risk factors in the home and child care facilities
- Improved asthma management in the home and child care facilities

ATTACHMENT *FaceSheet*

SOUTHERN NH AREA HEALTH EDUCATION CENTER

APPLICATION FACE SHEET*Healthy Homes Implementation Grants*

Project Title: _____

Applicant Organization: _____

Federal Tax Identification Number: _____

Address: _____

Phone: _____

Fax: _____

Name of Authorized Official: (please print): _____

Signature of Authorized Official: _____

Title: _____

Project Director or Contact Person:**Financial Officer**

Name: _____

Name: _____

Title: _____

Title: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Fax: _____

Fax: _____

Email: _____

Email: _____

Total Funds Requested: _____

ATTACHMENT *WorkPlan*SAMPLE WORK PLAN*Healthy Homes Implementation Grants*

Activity	Timetable	Target Population	Resources	Outcomes

ATTACHMENT *Budget***SAMPLE BUDGET and BUDGET JUSTIFICATION***Healthy Homes Implementation Grants*

Organization Name:				
Budget Request for: \$				
Total Project Budget: \$				
Budget Period:				
Income				
Line Item	Funds Requested	Other Funds	In-Kind	Total Funds Budgeted
Total Income				
Expenses				
Total Expenses				

Budget Justification:

ATTACHMENT *CDCExpendRestrict***CDC EXPENDITURE RESTRICTIONS*****Healthy Homes Implementation Grants***

Expenditure restrictions that affect budgets for activities fully or partially funded by CDC:

- Recipients may not use funds for research. Public health surveillance and program evaluation activities for the purpose of monitoring program performance are not considered research. However, any identifiable information collected must be kept confidential.
- Recipients may not use funds for patient clinical care.
- Recipients may not use funds for personal health services, medication, medical devices (such as spacers or peak flow meters), or other costs associated with the medical management of asthma.
- Recipients may not use funds to pay for scholarships for children to attend asthma camps.
- Recipients may not use funds for asthma screenings or population-based asthma registry activities.
- Recipients may not use funds to supplant state or local funds.
- Recipients may not use funds for construction.
- Recipients may not use funds to purchase items such as pillow cases/mattress covers, vacuum cleaners, cleaning supplies or remediation projects.
- Recipients may not use funds to pay fees to take the Asthma Educator Certification exam.
- Recipients may not use funds for promotional items such as t-shirts, pens, etc.
- Awardees may not generally use HHS/CDC/ATSDR funding for the purchase of furniture or equipment. Any such proposed spending must be identified in the budget.
- Reimbursement of pre-award costs is allowed.
- Recipients may only expend funds for reasonable program purposes, including personnel, travel, supplies, and services, such as contractual.
- The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying out project objectives and not merely serve as a conduit for an award to another party or provider who is ineligible.
- Recipients may use funds to leverage asthma program development in the state, along with resources from other collaborating agencies and organizations.

**New Hampshire Department of Health and Human Services
HEALTHY HOMES IMPLEMENTATION GRANT
BUDGET FORM**

Agency Name: Sullivan County, NH

Greater Sullivan County PH Region

Budget Request for: Healthy Homes Implementation Grant

Budget Period: Date of approval

Line Item	Proposed Budget
1. Total Salary/Wages	\$ -
Benefits	
2. Equipment:	
3. Travel IN State	\$ 500.00
4. Current Expenses	
Telephone	
Postage	\$ 250.00
Printing	\$ 250.00
Audit	
Insurance	
Meeting Expenses	\$ 500.00
5. Marketing/Advertising	\$ 800.00
6. Staff Education and Training	
7. Subcontracts/Agreements	\$ 2,200.00
8. Other (specific details mandatory):	
Software	
Sub-Total Direct Costs	\$ 4,500.00
Indirect Costs (*not to exceed 10% of direct costs)	\$ 500.00
TOTAL	\$ 5,000.00

Mileage for speakers and workshop staff

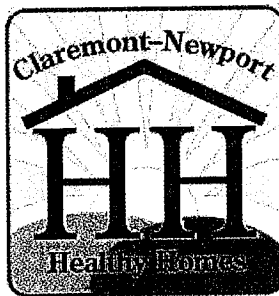
(number of 44 c stamps)

(attach estimate from Doolittle's Printserv

food, paper, supplies

cost for expert speaker, fee

*With submission of monthly expenditure reports, the contractor shall allocate indirect costs as a percentage of actual direct costs incurred during each month, not to exceed 10% of direct costs billed that month.



February 17, 2011

FROM:
Claremont-Newport Healthy Homes
409 Main Street
Claremont, NH 03743

TO:
Ms. Paula Smith
Southern NH AHEC
128 State Route 27
Raymond, NH

Dear Ms. Smith,

The Claremont-Newport Healthy Homes Committee is in full support to implement the work plan as submitted, for the Healthy Homes Implementation Grant Application for Funding, on behalf of Sullivan County, New Hampshire, Fiscal Agent.

Thank you. Do not hesitate to contact me with any questions or for more information.

Sincerely,